

**ADDITIONAL GUIDANCE FOR MEDICAID PROGRAM: REAL CHOICE
SYSTEMS CHANGE GRANTS FY2007 HHS-2007-CMS-RCS-0004
June 26, 2007**

Question 1: Is this grant opportunity for States or can voluntary non profit agencies apply?

Answer 1: The grant opportunity is open only to States and the District of Columbia (D.C.). Therefore, voluntary non profit agencies may not apply. There are two grant categories under this grant opportunity. The State Profile Tool (SPT) grant category is open only to States and the District of Columbia. The SPT is not designed for use by Territories. Specific requirements pertaining to eligible applicants in a State and the required supporting documentation can be found in, Section III., *Eligibility Information*. For further details, please see page 8 of the solicitation.

The Person-Centered Planning Implementation Grant category is open to any single State Medicaid Agency, State mental health agency, State mental retardation and developmental disabilities agency, State Department of Aging or an instrumentality of the State. Specific requirements pertaining to eligible applicants in a State and the required supporting documentation can be found in, Section III., *Eligibility Information*. For further details, please see page 9 of the solicitation. Failure to comply with all requirements of the solicitation will result in withdrawal of the application from competitive status.

Question 2: On page 18 of the RFP, there is table which indicates total funding (who may apply, maximum award, etc.). Column 3 lists who may apply and each grant lists a different response such as a state agency may apply and the other states this grant opportunity is open only to States and (D.C.). Is there a difference or should we assume that only a single state agency may apply for both grant opportunities?

Answer 2: States and D.C. may apply for both grant categories. Only one SPT grant per State will be awarded. States may apply for more than one Person-Centered Planning Implementation Grant as long as it can be demonstrated that the grants will support different target populations and there will be no duplication of effort between the grants. Accordingly, States may apply for both grant categories. For more information, see page 19 of the solicitation.

Question 3: Can a single State agency designate a “lead agent” (if awarded either grant and/or both) to fully implement and operate the grant? For example, many of the Medicaid Infrastructure Grants are housed within a university setting. In those settings the State’s Medicaid agency needed to designate a lead agent which would be the university.

Answer 3: A single State agency may designate a “lead agent” to fully implement and operate the RCSC Grant if the “lead agent” is an instrumentality of a State (as defined under State law). For more information, see page 18 of the solicitation.

Question 4: Can one state agency (like Senior Services) apply for the SPT: Assessing a State's LTC system? We would only be looking at the LTC systems for seniors. I think the intent of the grant is to look at all populations in the State's LTC system.

Answer 4: A State agency may respond to the RCSC grant solicitation for the SPT grant category. If the State agency can coordinate the response and collect the data for the entire LTC system for your State, with the support of the Medicaid Director, then it is possible to meet CMS expectations for the grant.

Question 5: The XX Department of Mental Health and Developmental Disabilities is intending on applying for the Person Centered Planning Implementation grant. I wanted to inquire if a letter of support is needed from the State's Medicaid Director for this category.

Answer 5: Required Letters of Endorsement

State Profile Tool (SPT): Assessing a State’s Long-Term Care

A letter of support from the State Medicaid Director must be included. Additional letters of endorsement from the major partners that are not the single State Medicaid Agency are encouraged, such as from the agency administering a relevant §1915 (c) home and community-based waiver, the State Mental Health agency, the Office of Mental Retardation and Developmental Disabilities and the Office on Aging.

Person-Centered Planning Implementation Grant

The applicant must submit a letter of support from the lead agency/department that will programmatically and financially manage the grant. Additional letters of endorsement from the major partners that are not the lead agency are encouraged, such as from the agency administering a relevant §1915(c) home and community-based waiver, the State Mental Health Agency, the Office of Mental Retardation and Developmental Disabilities and the Office on Aging. Failure to include the required letters of support will result in an incomplete application, which is not eligible for review and award. For more information, see page 22 of the solicitation.

Question 6: I had a question regarding eligibility requirements for the recent CMS State Profile Tool (CFDA 93.779). Can a university center apply with support from the Medicaid agency?

Answer 6: The grant opportunity is open only to States and the District of Columbia (D.C.). Therefore, voluntary non profit agencies may not apply. There are two grant categories under this grant opportunity. The State Profile Tool (SPT) grant category is open only to States and the District of Columbia. The SPT is not designed for use by Territories. Specific requirements pertaining to eligible applicants in a State and the

required supporting documentation can be found in, Section III., *Eligibility Information*. For further details, please see page 8 of the solicitation.

A single State agency may designate a “lead agent” to fully implement and operate the RCSC Grant if the “lead agent” is an instrumentality of a State (as defined under State law). For more information, see page 18 of the solicitation. Therefore, a university center may apply if it meets the definition of an instrumentality of a State and provides the required supporting documents as defined in the solicitation.

The required letters of endorsement for the State Profile Tool (SPT): Assessing a State’s Long-Term Care must include a letter of support from the State Medicaid Director must be included. Additional letters of endorsement from the major partners that are not the single State Medicaid Agency are encouraged, such as from the agency administering a relevant §1915 (c) home and community-based waiver, the State Mental Health agency, the Office of Mental Retardation and Developmental Disabilities and the Office on Aging.

Question 7: On page 19 of the notice it states grantees are required to make a non-financial contribution of 5% of the total approved cost of the project. Can a portion of the match be a cash contribution to the grantee?

Answer 7: A portion of the non-financial contribution of 5% of the total approved cost of the project may be a cash contribution to the grantee if the 5% match will be used to carryout grant activities.

Question 8: On page 17 of the notice it states grant funds can be used to purchase technical assistance. Can a grantee purchase TA within there state or are there specific TA providers on a national level that should be used?

Answer 8: A grantee may purchase TA from whomever the grantee chooses.

Question 9: On page 22 of the notice it states an application cover letter is required. Within that paragraph it states, “a letter from the applicant must identify the agency serving as the lead organization, indicating the title of the project, the principal contact person, amount of funding requested, category of RCSC grant proposal, and the name of the major partners actively collaborating in the project.” Does the cover letter need to be written by the instrumentality of the State or does the State Medicaid Director or Executive Director of the State Agency need to write the letter designating us as lead agent? If a designee letter is needed, can the instrumentality of the State write the cover letter and include the designee letter as an attachment?

Answer 9: A letter from the applicant must identify the agency serving as the lead organization, indicating the title of the project, the principal contact person (with contact information), amount of funding requested, category of the RCSC grant proposal, and the names of the major partners actively collaborating in the project. The letter must also

clearly identify the Project Director or principal contact of the grant project with contact information. The letter should indicate that the submitting agency has clear authority to oversee and coordinate the proposed activities and is capable of convening a suitable working group of all relevant partners.